



**ESSEX COUNTY
NEWARK TECH SCHOOL OF TECHNOLOGY**

91 West Market Street, Newark, NJ
973-412-2247

Dr. Jenabu C. Williams, MPA, M.Ed Principal
Sheyla Jannah, M.Ed, Vice Principal

Dr. James Pedersen, Superintendent
Bernetta Davis, Business Administrator
Board of Education

60 Nelson Place 1 North, Newark, 07102
973-412-2050
www.essextech.org

This Agenda Belongs to:

Name _____

Grade Level _____

Homeroom _____



OFFICE OF THE COUNTY EXECUTIVE

Hall of Records, Room 405, Newark, New Jersey 07102

973.621.4400 --- 973.621.6343 (Fax)

www.essexcountynj.org

Joseph N. DiVincenzo, Jr.
Essex County Executive



Dear Students:

Congratulations on joining our Essex County Schools of Technology family!

We have completely transformed our Schools of Technology District by replacing our aging infrastructure with three modern, cutting-edge school facilities. The state-of-the-art Donald Payne School was opened and West Caldwell School of Technology and Newark Tech both received much-needed makeovers and expansions. All of this was done to provide you – our students – the most modern facilities in which to learn and gain the educational foundation to help you succeed throughout your life.

Each year our student body distinguishes itself inside and outside of the classroom. They demonstrate proficiency in multiple languages and take Advanced Placement courses in a myriad of subjects. They have been recognized for their achievements in robotics, earned their Associate's Degree in Liberal Arts at the same time they received their high school diploma and brought home championships in the Consumer Bowl, basketball and volleyball.

Throughout your high school career, you should rely on your teachers and counselors to guide and support you and to help you achieve your goals. And we encourage you to make the most of your high school experience by participating in the many clubs, sports teams and other extracurricular activities available. Best of luck for a happy and productive school year.

Sincerely,

Joseph N. DiVincenzo, Jr.
Essex County Executive

Putting Essex County First

ESSEX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Essex County Schools of Technology

BOARD OF EDUCATION

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M. MURPHY DURKIN, ESQ.
BOARD ATTORNEY

Welcome to the Essex County Schools of Technology!

We are thrilled to welcome you to one of the most innovative and dynamic school districts in New Jersey. At Essex County Schools of Technology, we are proud to offer a unique educational experience where strong academics are seamlessly integrated with exceptional career and technical education. This powerful combination creates a productive learning environment that not only supports your present growth but also prepares you for a successful and fulfilling future.

Each of our schools—**Payne Tech, Newark Tech, and West Caldwell Tech**—provides a full-service academic program designed to complement a wide array of technical and career pathways. Whether your future goals include college, a career, or both, our schools are equipped to guide you every step of the way. Our dedicated faculty and staff are passionate professionals who are committed to helping you reach your highest potential—both academically and personally.

As you begin your journey with us, we encourage you to explore the many extracurricular activities, clubs, and support services available to you. These opportunities will not only enrich your high school experience but will also help you grow as a leader, collaborator, and engaged member of your school community.

Admission to our district is highly competitive, and many students apply each year for limited placements. Your acceptance is a significant accomplishment, and we commend you on earning a place among our talented and motivated student body. With this opportunity comes the responsibility to uphold the values and standards that define our schools. You are expected to maintain a strong focus on academics, develop your career-readiness skills, contribute positively to school life, and maintain excellent attendance. Adherence to the policies and expectations outlined in this handbook will ensure that you remain in good standing and thrive as a member of our learning community.

The entire **Essex County Schools of Technology Family**—including our **Board of Education**, administration, faculty, and support staff—is here to support you. We are invested in your success and are excited to help you pursue your goals with confidence and purpose.

Welcome once again to our vibrant community. We are proud to have you with us and look forward to seeing all that you will accomplish this year. Best wishes for a productive, inspiring, and successful school year ahead!

Sincerely,



Dr. James M. Pedersen
Superintendent of Schools

LEROY F. SMITH, Jr. PUBLIC SAFETY BUILDING
60 NELSON PLACE, 1 NORTH, NEWARK, NJ 07102 -TELEPHONE (973) 412-2050 - FAX (973) 242-3041
www.essextech.org

Principal's Welcome

Dear Newark Tech Students,

Welcome back! I hope you had a restful and exciting summer, and I'm thrilled to welcome you to what promises to be an incredible 2025–2026 school year.

This year, we are guided by a clear and powerful **North Star**:
Essex County Newark Tech will set the standard for Career and Technical Education (CTE) and Academic Excellence, becoming one of the top schools of choice in New Jersey.

We are building something extraordinary together, and each of you plays a vital role. Whether you're returning as a proud upperclassman or stepping into our halls for the first time, know that you are part of a community that believes in your potential, supports your growth, and celebrates your success.

As we begin this journey, I challenge each of you to:

- Stay focused on your goals
- Be courageous in your learning
- Lead with kindness and integrity
- And take full advantage of the opportunities Newark Tech has to offer

Your teachers, counselors, and the entire staff are here to support and guide you every step of the way. Let's commit to showing up every day with purpose, pride, and passion.

Let's make this year unforgettable.

With pride and excitement,

Dr. Williams

Principal, Essex County Newark Tech

Section I - Academics

CTE Programs
Graduation Requirements
Transfers, Promotion, Retention, Honor Roll
Grades, Report Card & Progress Reports

Section II - Student Policies & Procedures

Attendance Policy & Procedure
Tardiness Policy & Procedure, Home Instruction
Code of Conduct & Discipline Sanctions
Computers & the Internet - Acceptable Use
Cellular Phone Policy
Dress Code Policy & Dress-down Days
Harassment, Intimidation, Bullying and Cyber
Bullying
Homework Policy, ID & Locker Policy

Section III - Student Information

Co-Curricular Activities
Books, Equipment, and Supplies
Transportation Rules
Food Services Program
Emergency School Closings
Field Trips
Media Releases
Passes Out of Class & Pledge of Allegiance

Section IV - *SUPPORT SERVICES*

Special Education
Shared-Time Program
Child Find
Staff Contacts
Mental Health & Substance Treatment Centers
NJ Crisis Intervention
College Readiness Links
Federal Student Aid

Section V – Student’s Rights, Health & Safety Protocols

Student’s Rights/Safety/Student to Student Harassment
Change of Address/Emergency Cards/Proof of Residency
Emergency Evacuation & Fire Extinguishers
Smoking Prohibition/Controlled Dangerous Substances
Health Procedures/Medical Insurance/Medication Policy
Physical Education Exemption Policy/Career and Education
& Visitors

Nondiscrimination/Title IX Statement

The Essex County Schools of Technology School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Individuals with questions about any form of discrimination, or who wish to report a violation, are encouraged to contact any of the persons or agencies listed below. In addition, inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the U.S. Department of Education Office for Civil Rights, or both.

Ms. Claudine Bernadotte
Deputy Affirmative Action
Coordinator
60 Nelson Place 1 North,
Newark NJ 07102
973-412-2292
cbernadotte@essextech.org

Ali Reza Aryakia
504 Coordinator
498-544 West Market
Street, Newark NJ 07107
(973)412-2233/
aaryakia@essextech.org

Ms. Tamika Brown-Wesley
Title IX/Affirmative Action
Officer
498-544 West Market Street,
Newark NJ 07107
(973)412-2095/
twesley@essextech.org

CAREER & TECHNICAL PROGRAM OFFERINGS

Essex County Payne Tech

Business Management • Engineering • TV & Radio Production
• Digital Filmmaking • Music Technology/Production •
Graphic Arts and Design • Construction Trades Technology •
Carpentry Technology • Plumbing Technology • Masonry
Technology • Electrical Technology • Web Design •
Game/App Design • Fashion Design • Culinary Arts • Baking &
Pastry • Greenhouse Management & Farm to Table • Policy
Academy • Emergency Management & Fire Safety Academy •
Diplomacy & International Relations Academy
• Cosmetology/Barbering

Essex County Newark Tech

Nursing • Medical Assistant • Emergency Medical Technician
• Automotive Service Technician • Engineering/Robotics &
Design • Cabinetmaking • Welding • Business Management •
Carpentry

Essex County West Caldwell Tech

Business Management • Construction Trades Technology •
Music Production • Robotics & Design • Automotive Service
Technician • Graphic Design • Culinary Arts • Baking & Pastry
• Animal Science • Cosmetology/Barbering

GRADUATION REQUIREMENTS



The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State- endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board

will annually certify to the Executive County Superintendent that each student who has been awarded a diploma has met the requirements for graduation.

A student will be considered eligible to receive a high school diploma after satisfying the following:

1. Earning a minimum of 122.5 credits in core courses that satisfactorily address the NJ Student Learning Standards,
2. Satisfying Career Technical Education requirements, and
3. Demonstrating competency in statewide approved assessments, in accordance with the minimum requirements of the New Jersey Board of Education (N.J.A.C. 6A:8-5.1 (a)) and the Board of Education of the Essex County Schools of Technology. The **minimum** course requirements for graduation are as follows:

New Jersey State Minimum Graduation Requirements by Content Area 120 credits ([N.J.A.C. 6A:8-5.1](#))

Content Area	Credits and additional requirements
English Language Arts	20 credits
Mathematics	15 credits including: <ul style="list-style-type: none">• Algebra I or the content equivalent• Geometry or the content equivalent• Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers

Science	15 credits with at least 5 credits in each: <ul style="list-style-type: none"> Laboratory biology/life science or the content equivalent Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics) Laboratory/inquiry-based science course
Social Studies	15 credits including: <ul style="list-style-type: none"> 5 credits in world history Integration of civics, economics, geography and global content in all course offerings N.J.S.A. 18A:35-1 and 18A:35-2
Financial, Economic Business, and Entrepreneurial Business Literacy	2.5 credits
Health, Safety, and Physical Education	15 credits over four years including: <ul style="list-style-type: none"> 3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week each year N.J.S.A. 18A:35-5, 18A:35-7 and 18A:35-8
Visual and Performing Arts	5 credits
World Languages	5 credits
Technology	Integrated throughout all courses
21 st Century Life and Careers	30 credits over four years (<i>5 credits of which can be earned through approved SLE/WBL experiences</i>)

“Content equivalent” means courses or activities locally offered that include the same or equivalent knowledge and skills as

those found in traditionally titled courses which are required for high school graduation, and which are aligned with the New Jersey Student Learning Standards.

Special Notes:

*It highly recommended that students also complete approximately 15 hours of Service Learning per year. In addition to applying learning to making our communities better, these experiences also serve as qualifiers for scholarship opportunities.

* Students that fail an academic course, must retake the course either in summer school or online, in order to progress to the next level in the course sequence.

* A failing grade in a career specific program, for which no remedial school program exists, may result in the pupil's ineligibility to return to the program.

* ACCESS for ELLs - English Learners (ELs) in the ESL program must also meet the outlined graduation requirements. Additionally, ELs will have to take the WIDA Screener as a requirement for placement and the ACCESS for ELLs Assessment annually while in the ESL Program. Performance on the ACCESS for ELLs assessment will be used to determine linguistic strengths/needs as well as readiness for EXIT and PROMOTION.

A student will be eligible for consideration for exit if they score a 4.5 at any tier. Other measures will be also considered before exiting including previous academic performance, proficiency in other standardized assessments, teacher/counselor recommendations, reading levels, and writing samples.

<https://wida.wisc.edu/assess/choosing-assessment>

* Provisions for alternate credit acquisition will be provided through Option Two (approved by the building principal) and/or

as identified in the Individualized Educational Plan (IEP) of the student.

High School Graduation Assessment Requirements

Classes of 2023–2025

Commented [EB1]: fix

The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023–2025.

First Pathway:

Meeting the New Jersey Graduation Proficiency Assessment in grade 11, demonstrating proficiency by passing the ELA component (ELA \geq 750) AND the mathematics component (Mathematics \geq 750).

Second Pathway: By meeting the designated cut score on a substitute competency test such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER; on the ELA and/or Mathematics component.

Note: This pathway is only available to students who completed the New Jersey Graduation Proficiency Assessment in grade 11.

Tests marked with an asterisk (*) are no longer administered but can be used for the graduating year.

Beginning on Monday, January 28, 2019, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

Second Pathway—Menu of Substitute Competency Tests

*Cut scores forthcoming following New Jersey State Board of Education Approval.

ELA	MATHEMATICS
One of the following: <ul style="list-style-type: none"> • NJSLA/PARCC ELA Grade 9 • SAT Critical Reading (taken before 3/1/16) • SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) • SAT Reading Test (taken 3/1/16 or later) • ACT Reading or ACT PLAN Reading* • ACCUPLACER WritePlacer • ACCUPLACER WritePlacer ESL • PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) • PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) • ACT Aspire Reading* • ASVAB-AFQT Composite 	One of the following: <ul style="list-style-type: none"> • NJSLA/PARCC Algebra I • NJSLA/PARCC Geometry • NJSLA/PARCC Algebra II • SAT Math (taken before 3/1/16) • SAT Math Section (taken 3/1/16 or later) • SAT Math Test (taken 3/1/16 or later) • ACT or ACT PLAN Math • ACCUPLACER Elementary Algebra • Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019) • PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) • PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) • ACT Aspire Math* • ASVAB-AFQT Composite

Third Pathway: Portfolio Appeals

This pathway is only available to students who completed the New Jersey Graduation Proficiency Assessment in grade 11.

Students who completed the New Jersey Graduation Proficiency Assessment in grade 11 and did not demonstrate proficiency are able to demonstrate proficiency in ELA and/or mathematics through a portfolio appeal in grade 12.

Important Notes:

*Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

As a Vocational-Technical School District, students are required to successfully complete the Career Technical Education (CTE) program coursework and/or participation in the Cooperative Industrial Education/Cooperative Office Education (CIE/COE) work-study program (N.J.A.C. 6A:8-2.2), as requisites for graduation. Additionally, students must demonstrate competency in a state approved, industry-recognized assessment. Please refer to the chart below for more information:

PROSTART: Culinary Arts

NJ STATE COSMETOLOGIST LICENSE: Cosmetology

NJ NURSING AIDE CERTIFICATION: Allied Health Careers

CASE: AgScience

A*S*K BUSINESS CONCEPTS: Business

AMERICAN WELDING SOCIETY: Welding

AUTOMOTIVE SERVICE EXCELLENCE: Automotive Tech

NOCTI: All other Career & Technical Programs

A. TRANSFER STUDENTS

The number of courses and credits accepted for graduation will be determined by school officials through a review of your official transcript. Students accepted without these credits must attend summer school classes and/or credit accrual online courses, approved by the school, to acquire them.

B. PROMOTION AND RETENTION

Seniors must meet mandatory academic, CTE attendance and Code of Conduct requirements in order to graduate and participate in graduation ceremonies. No student may proceed

to the next level course if he or she failed a prerequisite course the previous year.

Students who fail one or two subjects must attend summer school during the year in which they failed. Students who failed and do not attend summer school or who failed a course in summer school may not be readmitted to school without permission from the principal. Students who fail three subjects must be returned to their local school district.

C. HONOR ROLL AND GRADE WEIGHT

All subjects are considered when computing whether a student qualifies for honor roll. Students with an A or B in all subjects will qualify for the Honor Roll. Students with A's in all subjects will be on the High Honor Roll. Honor level and Advanced Placement (AP) courses will carry extra weight and placement will be based on a number of factors, including but not limited to previous academic record, performance on standardized tests, grade point average, and attendance. The school principal will work with teachers and support staff to determine student readiness for higher level courses. The weighted average will be used to determine class Valedictorian and Salutatorian. A list of Honor Roll students will be posted in each school at the end of each marking period and the students will be given a letter from the principal recognizing their Honor Roll achievement.

D. GRADES

The following grading system is in effect:

A+	97-100	B+	87-89	C+	77-79	D	65-69
A	93-96	B	83-86	C	73-76	F	64-55
A-	90-92	B-	80-82	C-	70-72		

E. REPORT CARDS

Report cards are emailed to parents/guardians soon after the end of the marking period and are available in the PowerSchool Parent Portal. Parents who do not understand the report card information or who do not receive a report card should contact the school guidance office immediately. If student earns a D or F

grade, parents should contact the counselor or teacher(s) and arrange a parent/teacher conference.

F. PROGRESS REPORTS

During the middle of each grading period, teachers send progress reports notices to parents. A parent should contact their child's teacher if there are questions regarding the notices.

SECTION II – STUDENT POLICIES & PROCEDURES

A. ATTENDANCE POLICY: State law (Title 18 A) requires regular attendance of all students enrolled in public school.

State law authorizes the district to withhold credit for a course when a student has been:

- Absent 18 school days from a full-year course;
- Absent 9 school days from a semester course;
- Absent 5 school days for a given marking period

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. Prolonged or repeated absences excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in return to district.

Attendance for Extracurricular, Interscholastic Activities and Work/Study Programs:

Students who are ineligible for course credit in any marking period/semester because of absences are also **ineligible to participate in extracurricular activities, interscholastic activities and work/study programs.**

NOTICE OF ABSENCE

A parent or guardian must contact the guidance secretary on the morning of his/her child's absence from school. Students who become ill during the school day MUST report to the Nurse's Office at once. Students may not leave the school between classes for illness without reporting to the nurse's office. Failure to comply will result in disciplinary measures based on the Code of Conduct.

Students shall be excused by the school for the following verifiable reasons:

- Physical or emotional illness
- Death in the immediate family
- Remedial health treatment
- Visitation to college/university/technical schools/military recruitment sites (3 per year)
- Post-secondary admissions tests
- Driving test
- Required attendance to court
- Field trips
- Suspensions
- School related activities
- Religious holidays (as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy)

Please note: Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction will be considered on a case by case basis.

All chronic medical conditions which may require special application of policy regulations must be confirmed in writing by a physician and submitted to the school at the beginning of the school year, or immediately at the onset of the illness. The school will refer these cases to the Intervention and Referral Services team.

In addition, a student that does not receive credit for a course due to absences will become ineligible to participate in extra-curricular activities, interscholastic activities and work/study programs.

Senior Prom Policy /Attendance:

Student must be present (Minimum 3 hours) during the school day in order to attend prom. Early dismissal on this day will not begin until 11:30 a.m. (No exceptions). Students cannot be absent the days leading up to prom without doctors note.

Any student who is on an academic, attendance, or behavior contract must receive Administrator approval in order to attend Prom. Students serving out-of-school suspension, may not attend Prom.

A parent may appeal any portion of this policy by writing to the principal within five school days of notification of ineligibility of course credit. Appeals may be based on specific documented special circumstances, incorrect records, or a failure to carry out the above process. A school attendance appeals committee will hear the case within 10 days upon receiving the request and will make a written decision within three school days. Any further appeal may be made to the Assistant Superintendent within three days of the committee's decision; subsequently to the Superintendent of Schools and after that, to the Board of Education.

TARDINESS

Parents and the school district must work together to ensure that all students are on time to school. Being on time is a vital and integral part of the educational process. All students must be in their Homeroom no later than 8:20. Students who receive 4 or more tardies in a marking period will be prohibited from participating in school related functions. Parent conferences and student contracts will take place to prevent ongoing tardies; however, ***excessive tardies will result in a student being returned to their sending school district.***

TARDINESS PROCEDURE

Students arriving to class after 8:20 a.m. are tardy. If a student is tardy to homeroom, that student must receive a tardy slip and submit it to the homeroom teacher. Every 3 tardies will result in a Saturday Detention. A student will receive a Saturday detention if they arrive after 9 a.m. Afterschool detention may also take place for daily tardies.

Early Dismissal Request

A parent/guardian must be present to request an early dismissal for a student, regardless of age. Students picked up prior to 11:30 a.m., will be considered absent for the school day. It is strongly recommended that doctor's appointments and other appointments be made after 3:00 pm so that the students' academic day is not impacted. The person picking up a student for early dismissal must be designated on the emergency card. **No phone calls will be accepted.**

HOME INSTRUCTION

Home instruction is available to students confined to their home for a minimum of three weeks because of illness or injury. Home instruction must be the result of the recommendation of the Child Study Team or Nurse and approval by the principal or her designee. An approved doctor's note must be given to the school nurse before home instruction can begin, stating the confinement is expected to be a minimum of three weeks.

An appropriate educational program will be arranged at the place where the student is recovering. It is the student's responsibility to have a doctor's note present as soon as possible to minimize disruption in educational program. The Supervisor of Guidance or his designee will then contact the student, parent and home instructor to make arrangements for home instruction. It is also the parent/student's responsibility to provide an approved

doctor's note to be readmitted back to school once home instruction is no longer needed.

To participate in extracurricular activities including Prom, students who are on Home Instruction must receive medical clearance by the nurse and approval by the principal.

B. CODE OF CONDUCT

POLICY 5600

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student

conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student

Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

GUIDE TO STUDENT MISCONDUCT &

DISCIPLINARY RESPONSE STRUCTURE

LEVEL 1	EXAMPLES (Not Limited To)	PROCEDURES	DISCIPLINARY ACTIONS
<p>Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.</p>	<p>Failure to return required school district forms (registration, emergency forms, physical, contacts)</p> <ul style="list-style-type: none"> • Uniform Violation • Dress Code violation (dress down) • School ID violation (must be worn at all times) • Littering on school ground • Failure to follow instructions • Failure to attend after school/teacher detention • Failure to report to office when called • Misuse of computer and internet; unbiased and/or non-hate related 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Misbehavior requires a teacher, counselor or administrator to contact parent;</p> <p>All student misbehavior and parent contacts must be documented.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p> <p><i>*School officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2 and will determine if such offense results in the</i></p>	<p>First Offense may include:</p> <p>Verbal reprimand Contact parent Peer mediation Conference Withdrawal of privileges Saturday or Afterschool Detention Behavioral contract Behavioral Improvement Program Suspension of extra-curricular activities while on discipline</p> <p>Second Offense: Saturday Detention</p> <p>Third Offense: 1-2 days of Saturday Detention</p> <p>Beyond Third Offense: In School Suspension</p>

		<i>student being Returned to District (RTD) in accordance with district policies. Superintendent reserves the right to RTD at any time</i>	
LEVELS II	EXAMPLES (Not Limited To)	PROCEDURES	DISCIPLINARY ACTIONS
<p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.</p>	<ul style="list-style-type: none"> • Truancy, cutting class, leaving class without permission • Cell phone violation and electronic device: headphones, ipads, earbuds, iphone watch (Cell phone/electronic device confiscated) • Minor abuse to school property • Using an unassigned locker, misuse of locker • Cheating/Plagiarism (1st Offense) • Truancy / absences / lateness • Misbehaving in class, on school grounds or on school trip; disturbance; refusal to follow directions; lack of cooperation • Selling goods on school property without authorization • Misbehavior at lunch, cutting in line • Misuse of elevator • Throwing objects at others before, during, or after 	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>All student misbehavior and parent contacts must be documented.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p> <p>*School officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2 and will determine if such offense results in the student being Returned to District (RTD) in</p>	<p>1st: Saturday Detention 2nd: In School Suspension 3rd: In School Suspension or 1- 3 days Out of School Suspension</p> <p>Other Actions May Include Discipline Meeting: teacher Administrator meeting Contact parent Peer mediation. Conference</p> <p>5. Withdrawal of privileges</p> <p>6. Behavioral contract</p> <p>7. Behavioral Improvement Program</p> <p>8. Refer to and follow attendance and truancy policies.</p> <p>9. Multiple Offenses referred to I&RS team</p>

	school on grounds; throwing food during lunch	accordance with district policies. <i>Superintendent reserves the right to RTD at any time</i>	10. Temporary Suspension of all extra-curricular activities
LEVEL III:	EXAMPLES (Not Limited To)	PROCEDURES	DISCIPLINARY ACTIONS
<p>Acts directed against persons or property.</p> <p>These acts can most frequently be handled by the disciplinary mechanism in the school.</p> <p>Corrective measures which the school undertakes, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.</p>	<ul style="list-style-type: none"> • Open defiance of any teacher or persons having authority* • Leaving school grounds without permission* • Bused/Transported students leaving school grounds upon drop-off • Threatening to physically harm another pupil* • Impersonating a parent/guardian/teacher/pupil* • Intercepting school mail addressed to parents/guardians* • Wrongful/ Unauthorized entry* • Cheating/Plagiarizing (multiple offense) * • Use of profane or obscene language towards an adult or pupil • Improper behavior involving personal hygiene i.e. spitting and or urinating in public* • Misuse of computer and internet; bias and/or hate related incident* 	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and affects the most appropriate response. The teacher is informed of the administrator's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. A parental conference is held.</p> <p>Suspension is only an option for the most serious infraction in Level III and only upon approval of the building/district administration</p> <p>*School officials reserve the right to</p>	<ul style="list-style-type: none"> • 1st offense: 1-5 days Out of School Suspension • 2nd: Up to 10 days Out of School Suspension • 3rd: Returned to District (RTD) <p>Other Actions May Include</p> <ol style="list-style-type: none"> 1. Confiscated items will only be returned to parents 2. Peer mediation 3. Peer counseling 4. Counseling <ul style="list-style-type: none"> a. guidance counselor b social worker c. psychologist d. attendance counselor 5. Parent/ Guardian conference required 6. Referral to SAC coordinator 7. Behavioral contract 8. Request for assistance I&RS committee

	<ul style="list-style-type: none"> • Cursing or using abusive language (gestures) directed at a staff member* • Throwing gang signs, showing affiliation to gang membership* • Theft and destruction of property • Possession of electronic cigarette/vape 	<p>sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2 and will determine if such offense results in the student being Returned to District (RTD) in accordance with district policies.</p> <p><i>Superintendent reserves the right to RTD at any time</i></p>	<p>9. Referral to outside support services</p> <p>10. Temporary Suspension of all extra-curricular activities</p> <p>11. Notification to Supervisor of Security</p> <p>12. HIB referral</p>
LEVEL IV:	EXAMPLES (Not Limited To)	PROCEDURES	DISCIPLINARY ACTIONS
<p>Acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are often criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement</p>	<ul style="list-style-type: none"> • Fighting/Physical altercation * • Bomb threat and/or false alarm* • Arson* • Possession and/or use of weapon* • Igniting or using fireworks or other pyrotechnics on school property* • Unauthorized entry to teacher gradebook • Stealing assessments and/or teacher assignments • Vandalizing and Defacing school property • Selling, possessing, and/ or distributing drug paraphernalia* • Gambling or promotion of gambling* 	<p>The administrator verifies the offense, confers with the staff involved and meets with student/s. The student is immediately removed from the school environment.</p> <p>Parents are notified. In criminal offenses, school officials contact law enforcement agencies and assist in prosecuting offenders. A complete and accurate report of the student's infraction is immediately submitted to the</p>	<p>Other actions which result in appropriate placement:</p> <ul style="list-style-type: none"> • Call DYFS • Suspension On Site • Suspension Off Site • Alternative Education • Up to 10 days Out of School Suspension and/or • Return to District (RTD) and/or • *Notification to Essex County Sheriff Department

authorities and action by central office administrators	<ul style="list-style-type: none"> • Taking or attempting to take personal property or money from a pupil or staff member by force* • Assault, assault and battery, or serious written or verbal threats directed to pupils or staff members* • Sexual misconduct or abuse* 	<p>Superintendent for action.</p> <p>Any weapon violation by a student results in an immediate suspension by the principal. A student found to have been in violation of the policy would be immediately removed .</p> <p>A classified student may be suspended for up to ten days while a reevaluation is undertaken to determine the student's most appropriate placement. Refer to the Child Study Team</p> <p>*School officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2 and will determine if such offense results in the student being Returned to District (RTD) in accordance with district policies.</p>	
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SPECIAL NOTES

1) **Detention:** Students may be assigned a before or after- school detention by teachers or school administrators for failing to maintain academic or school conduct standards. It is the student's responsibility to inform their parents or guardian that he or she has been assigned detention and to attend the after-school session on the day it is scheduled. If a student does not report to the after-school detention, Saturday detention will be assigned by the building administrators.

2) **Saturday Detention:** Saturday detention is held on Saturday mornings from 8:30 a.m. to 12:30. All students assigned to Saturday detention must be in full and proper uniform. The purpose of Saturday detention is to avoid out-of-school suspension whenever possible and to act as an escalating sanction for issues related to academics or Code of Conduct infractions. Failure to attend a Saturday detention will result in a one-day In-School Suspension.

3) **In-School-Suspension (ISS):** In an effort to manage minor school infractions, students may be assigned In-Schools-Suspension. Students assigned to ISS will be restricted to the ISS room for the entire day. Students will receive class work from their teachers that should be completed during their stay in ISS.

3) **Out-of-School Suspension:** Out-of-school suspension is the strongest sanction short of the return of a student to his or her sending district. Any student who is suspended three times during his or her four years at ECST will be returned to his or her sending district.

Student suspensions will involve the participation of the guidance counselor, school administrator and potentially the

school-based intervention services and referral team. Parental involvement is also required when an out-of-school suspension is necessary.

Zero Tolerance:

1. Physical altercations between members of the school or district are strictly prohibited. Students are encouraged to report any issues or actions that can lead to such behaviors beforehand in order to resolve conflicts. Students that remain bystanders or found to be inciting any verbal/physical altercations will result in discipline consequences identified in Level III Students who engage in altercations on or off of the school grounds may be immediately returned to their sending district school.

2. Possession of a weapon or controlled substance with intent to sell on school property or a bomb or death threat will result in automatic return to the local school district and an immediate complaint filed with the Essex County Sheriff's Department. The ECST maintains the right to return students to their sending district immediately upon the occurrence and severity of certain actions that threaten the safety and welfare of others.

C. COMPUTERS & THE INTERNET - ACCEPTABLE USE POLICY

***1:1 Student Device District
Overview***

To ensure our students and schools are ready for the 21st century, Essex County Schools of Technology has implemented a 1:1 initiative at all Essex County Schools of Technology campuses for the 2024 - 2025 school year.

Commented [EB2]: fix

Student will receive the following equipment:

- Chromebook/Laptop
- Power Cord/Charger
- Chromebook/Laptop Case

General

- All district-provided devices belong to Essex County Schools of Technology.
- District devices are loaned to the students; it does not belong to the student.
- The device must be used to support or enhance learning.
- All use, both in and out of school, must be appropriate for school.
- The device is to be used only for educational, school-related purposes and to enhance student learning. Any other use of the device is strictly prohibited and may subject the student to disciplinary action.
- Only district administrators can install district-approved licensed software and applications on the device for school use.
- Only certain privileges and rights on the district's network will be provided through the district-issued device.
- All data and content stored directly on the device will become the property of Essex County Schools of Technology.
- Students should in no way attempt to gain other privileges or attempt to access resources on the network or websites to which no explicit rights have been granted.
- Use of social media, social networking, and other

electronic communication should be used only for appropriate, legitimate, educational, and responsible communication.

- The device is capable of connecting to outside wireless networks to assist with completing, retrieving, and accessing educational content used in school. All internet access through the device will go through the district internet content filter to assure Children's Internet Protection Act (CIPA) compliance.
- Essex County Schools of Technology "shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student" - New Jersey "Anti-Big Brother" Act ([N.J.S.A. 18A:36-39 \(P.L. 2013, c. 44\)](#)).

Student Responsibilities:

- User must follow local, state, and federal laws and all Internet safety guidelines.
- User must follow all related Essex County School of Technology policies.
- Students are responsible for their devices, all issued accessories, log ins, and passwords.
- Logins and passwords must not be shared.
- The responsibility to care for and protect the device is with the student.
- Device must be fully charged each night.
- The power cord/charger should remain at home.
- Do not attempt to disassemble any part of device or attempt any repairs.
- Students should in no way tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.

Academic Expectations:

- Device must be brought to all classes, unless the teacher says otherwise.
- Failure to bring the device to school may hinder the student from participating in class and may result in academic action for being unprepared for class.
- Teacher's discretion applies regarding the use of the device in the classroom. Follow each teacher's rules and expectations.
- Teachers will be able to monitor student devices in the classroom setting by using a digital management system to ensure student engagement.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal headphones are a recommended purchase.
- Students are encouraged to use the device in common areas both in school and at home.

Parent/Guardian Expectations:

- Parents/Guardians become responsible to monitor appropriate student use of the district-issued device.
- Parents/Guardians are encouraged to provide a safe environment for students to use the device at home for school assignments.
- Parents/Guardians will immediately notify a teacher or school official if the digital subject matter is questionable or contains inappropriate or abusive language.

District Regulation 2361 - ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is

to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

For the purpose of this Policy and Regulation, “computer networks/computers” includes, but is not limited to, the school district’s computer networks, computer servers, computers, other computer hardware and software, Internet equipment and access, and any other computer related equipment.

For the purpose of this Policy and Regulation, “school district personnel” shall be the person(s) designated by the Superintendent of Schools to oversee and coordinate the school district’s computer networks/computer systems. School district personnel will monitor networks and online activity, in any form necessary, to maintain the integrity of the networks, ensure proper use, and to be in compliance with Federal and State laws that regulate Internet safety.

Due to the complex association between government agencies and computer networks/computers and the requirements of Federal and State laws, the end user of the school district’s computer networks/computers must adhere to strict regulations. Regulations are provided to assure staff, community, pupils, and parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time. The signatures of the pupil and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under Policy and Regulation 2361.

Pupils are responsible for acceptable and appropriate behavior and conduct on school district computer networks/computers. Communications on the computer networks/computers are often public in nature and policies and regulations governing appropriate behavior and communications apply. The school district’s networks, Internet access, and computers are provided

for pupils to conduct research, complete school assignments, and communicate with others. Access to computer networks computers is given to pupils who agree to act in a considerate, appropriate, and responsible manner. Parent(s) or legal guardian(s) permission is required for a pupil to access the school district's computer networks/computers. Access entails responsibility and individual users of the district computer networks/computers are responsible for their behavior and communications over the computer networks/computers. It is presumed users will comply with district standards and will honor the agreements they have signed and the permission they have been granted. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer networks/computers who violate the policies and regulations of the Board.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, include but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken

- as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
5. Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.;
 6. Cyberbullying;
 7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
 8. Harassing, insulting, or attacking others;
 9. Damaging computers, computer systems, or computer networks/computers;
 10. Violating copyright laws;
 11. Using another's password;
 12. Trespassing in another's folders, work or files;
 13. Intentionally wasting limited resources;
 14. Employing the computer networks/computers for commercial purposes; and/or
 15. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY

Compliance with Children's Internet Protection Act

As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and/or World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including “hacking” and other unlawful activities by minors online;
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors’ access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety protection policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.

[Notice of the annual public hearing will be advertised in the designated school newspaper.]

Information Content and Uses of the System

Pupils may not publish on or over the system any information which violates or infringes upon the rights of any other person or

any information which would be abusive, profane, or sexually offensive to reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel contains any advertising or any solicitation to use goods or services. A pupil cannot the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides pupils access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Pupils and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Pupils knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts or access on the school district's computer networks and their independent use of computers.

On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Computer networks/computer resources are to be used by the pupil for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network

Software libraries on or through the school district's networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School district personnel reserve the rights to refuse posting of files and to remove files. School district

personnel further reserve the right to immediately limit usage or terminate the pupil's access or take other action consistent with the Board's policies and regulations of a pupil who misuses the software libraries.

Copyrighted Material Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Pupils may download copyrighted material for their own use in accordance with Policy and Regulation 2531. Use of Copyrighted Materials. A pupil may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

Public Posting Areas (Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and the school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a pupil who misuses these public posting areas.

Real-time, Interactive, Communication Areas

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a pupil who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

Electronic mail ("e-mail") is an electronic message sent by or to a person in correspondence with another person having Internet

mail access. The school district may or may not establish pupil email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the pupil or for a period of time determined by the district. A canceled account will not retain its e-mails. Pupils are expected to remove old messages within fifteen days or school district personnel may remove such messages.

School district personnel may inspect the contents of e-mails sent by a pupil to an addressee or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any e-mail transmitted or any other information on the school district computer networks/computers.

Disk Usage

The district reserves the right to establish maximum storage space a pupil receives on the school district's system. A pupil who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A pupil who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a pupil identifies a security problem on the computer networks/computers, the pupil must notify the appropriate school district staff member. The pupil should not inform other individuals of a security problem. Passwords provided to pupils by the district for access to the district's site should not be easily guessable by others or

shared with other pupils. Attempts to log in to the system using either another pupil's or person's account may result in termination of the account or access. A pupil should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any pupil identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal

action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 361 Acceptable Use of Computer Networks/Computers and Resources, 5600 Pupil Discipline/Code of Conduct, 5610 Suspension and 5620 Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

D. CELLULAR PHONE POLICY

The following rules must be adhered to regarding cellular phones:

1. All cell phones must be turned off before entering the school buildings.
2. Cell phones must be placed in student lockers prior to reporting to Home Room.

3. Cell phones must be surrendered upon request to any staff member.
4. Students caught with a cell phone will receive an In-School Suspension unless the student refuses to surrender their cell phone which will result in an Out-of-School Suspension.
5. Cell phones confiscated from students will be returned to the student at the end of the school day along with their In-School-Suspension letter.
6. Penalties for multiple violations will follow the Code of Conduct.
7. If there is a situation where a student needs to call a parent or guardian, that student should report to the guidance department or main office.

E. **DRESS CODE**

Commented [EB3]: Please update

- Shirts, sweaters, and blazers must be embroidered with the school logo.
- Belts are required for all students.
- Hoodies, coats, jean jackets, or non-uniform coverings may NOT be worn over or under the school uniform.
- Identification cards must be worn around the student's neck and visible at all times.
- At the discretion of Administration, student-athletes who are *in-season* may be allowed to wear their sponsored attire. Gym clothes are NOT acceptable school attire.
- Ugg slippers, footwear with open toe: Flip-Flops, Sandals, Slides, Slippers, or Strapless Footwear are NOT acceptable.
- Proper attire and footwear are required for certain CTE programs.

DRESS-DOWN DAYS:

On a dress-down or school spirit days, clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, and/or drugs; also prohibited is clothing with vulgar or obscene language, gestures, or with images or writings that promote a disruption of the educational setting. Ripped jeans are not permitted (unless leggings are worn underneath ripped jeans). In addition, students must follow the dress code on school field trips and school-sponsored events.

The School administration reserves the authority to determine if a student is wearing attire that is appropriate for a school setting. Failure to adhere to the uniform policy will result in a Saturday Detention or suspension.

SPECIFIC ITEMS OF CLOTHING THAT MAY NOT BE WORN TO SCHOOL:

1. Hats, scarves, wave caps, bandanas, headbands, wristbands, sunglasses or music/media devices. Additionally, wave caps are not to be worn around the neck. No scarves of any type may hang from a pocket or belt. Headdress for religious reason is permissible. Shorts are allowed, but they must be knee length or lower and they may not be gym shorts.
2. A student cannot wear see-through clothing, tank tops, spaghetti straps, mini-skirts or blouses that expose the abdomen. Pajama style pants, flip flops and strapless footwear are not permitted.
3. A student cannot wear sleeveless shirts and their pants must be pulled up to the waist. Button down shirts must be fully buttoned and undershirts that exceed the length of the outer shirt must be tucked in.
4. All shoes, sneakers, and boots must be tied. (NT-All black) (WCT-blue or black) (PT-Black)

5. Additional banned clothing includes: pajamas or pajama style outfits, backless and halter tops, strapless tops or tops with low-cut necklines, baggy pants without belts, gang-associated clothing or colors, undershirts worn as shirts, head rags, scarves, visible or exposed undergarments, tight or improperly-fitting garments, inappropriate footwear.

This list is not meant to be exhaustive. Students must follow the dress code on school field trips and school-sponsored events. Violations of the school dress code will result in detention and/or additional consequences for repeat violations.

PHYSICAL EDUCATION ATTIRE/PARTICIPATION

Physical Education Attire/Conduct

The following guidelines have been established by the department in order to ensure students will have a safe and fulfilling experience in physical education class: All students are required to dress for physical education (PE) classes and then remain with their gym squad (unless a medical excuse is submitted to the school nurse). Students must wear appropriate footwear and gym clothing that was not worn to school (e.g. t-shirt, sweatpants, sweatshirt, shorts), and to be in compliance with the schools' dress code, in order to participate in PE activities.

Because of potential injury, the Physical Education policy stipulates that no jewelry be worn by students engaging in PE activities. Jewelry must be removed before the student will be allowed to participate in any activity. Students are permitted to wear medical alert and specific jewelry for religious reasons, however, appropriate documentation must be submitted to the Physical Education Teacher.

Eating food or chewing gum during a PE activity is unsafe and will not be permitted during PE classes. The physical education lockers are used by students to store books and clothing during the activity periods. These lockers do not have integrated combination locks.

Students must use their own locks to secure their belongings at the beginning of the PE classes. Students are responsible for their personal items.

Medical Requirements for Physical Education:

1-Student must submit complete physicals, providing the appropriate modifications to the physical education program where mandated by doctors' orders.

2-Students fingernails are maintained at lengths no longer than a **quarter inch** from the tip of the finger (prevents accidental injury to others-requiring sutures/stitches; decreases the potential of eye gouging).

3-Students wear proper non-skid footwear for PE classes with laces securely tied or with Velcro.

4-Inhalers readily available during PE class.

5-EpiPens are readily available during PE class (*students with severe allergies also run the risk of Exercise-Induced Anaphylaxis).

6-Prescriptions glasses, contacts, or goggles must be worn during physical activities.

F. HARASSMENT, INTIMIDATION, BULLYING, OR CYBER BULLYING

The Board of Education prohibits acts of harassment, intimidation, bullying, or cyber bullying of a pupil or staff members. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standard. Harassment, intimidation, bullying, or cyber bullying like other disruptive or violent behaviors, is conduct that disrupts a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The board of education authorizes a prompt investigation of reports and violations and complaints of

harassment, intimidation, bullying, or cyber bullying in accordance with the provisions of N.J.S.A. 18A:37-15 (b) 6.

More detail about harassment, intimidation, bullying, or cyber bullying of a pupil can be found in Section IV – Health and Safety. *The entire policy and procedures can be retrieved from essextech.org ECVTS website.**

G. HOMEWORK POLICY

Homework is assigned to ensure and assess student learning. It helps students review concepts introduced during the school day; prepare to share and present prior knowledge; reflect on information learned; and demonstrate understanding of learning goals using a variety of methods.

Homework also provides an opportunity for students and teachers to identify and assess any lack of understanding of learning goals. Completing homework assignments is mandatory at Newark Tech.

Homework can take many forms including written assignments; studying; watching the news, a documentary, or various television programs; completing portfolios, projects, or online research; compiling news or magazine articles; etc.

To ensure learning and prevent receiving discipline infractions, students must complete daily homework assignments. Parents are encouraged to contact the classroom teacher or school counselor if a student says that he/she does not have homework for a particular class.

Please note that the Learning Center is open to students from 7:30–8:15AM and 3:00–3:45PM and teachers are available to assist students with questions related to homework. Students are encouraged to seek help using

Commented [EB4]: Please reviews- there is a detention part

internet learning sites including YouTube.

Consequences for NOT completing homework assignments:

1. Any student who misses a homework assignment during any given day of the week must serve up to a 1-hour afterschool detention on the day the homework is missed.
2. If homework is missed in a given class, the teacher will e-mail that child's name to other staff. If homework is found to be missed in more than one class, the student must serve the afterschool detention for the first teacher to who notifies the student and staff of the missed homework. If it is found that this student missed homework for another teacher, that student's name will be sent to the Vice-Principal and the student will be issued a Saturday detention.
3. Though the school is not required to call parents for detentions, teachers are encouraged to notify parents about missed homework assignments to discourage the behavior. Students will have access to a phone to inform their parents/guardians.
4. Any student who misses 2 or more homework assignments in any given class within a week must serve Saturday Detention at the Newark Tech Campus.
5. After a 3rd missed homework assignment in a given class, a parent conference will be required.

H. ID POLICY

1. All students receive an ID card and a lanyard each school year. ID cards must be worn around the student's neck and visible at all times, with the exception of Physical Education class.

2. Students must swipe their ID cards upon arrival at school in order to be recorded as “in school” and “on time.”
3. A student ID card must be presented at the request of any staff member.
4. A student without an ID card may not be admitted to the building. (Reminder to students: DO NOT LEAVE YOUR ID IN YOUR LOCKER)
5. Students may not deface or modify their ID card for any purpose.
6. Students may not give their ID card to another student for any purpose. If caught, consequences will be administered.
7. Lost ID cards must be replaced for a fee.

I. LOCKER POLICY

The following policy must be adhered to regarding student lockers:

1. Each student will receive a locker for his or her individual use; each student will receive a combination lock for their locker.
2. Students may not share their assigned locker with other students. The school is not responsible for lost or stolen items.
3. Each student is responsible for making sure his or her locker door closes completely. Students are advised to spin the dial on the lock to reset the lock when leaving their locker.
4. A student must purchase an additional lock for their gym locker. However, those gym locks may not be left on after gym class since the lockers are shared by other students.

5. Report all locker problems immediately to the main office.

Clearance of Lockers

- All lockers will be cleared out at the end of the year.
- Any items left in the lockers will become school property.

Locks will be changed for every locker over the summer.

SECTION III – STUDENT INFORMATION

1. CO-CURRICULAR ACTIVITIES

ATHLETIC ACTIVITIES

The Essex County Schools of Technology compete in the Super Essex Conference and offer the following sports, varying by school.

Boys and Girls Soccer
Boys and Girls Cross Country
Boys and Girls Volleyball
Boys and Girls Basketball
Boys and Girls Bowling
Boys and Girls Indoor Track
Boys and Girls Outdoor Track
Baseball
Softball
Cheerleading

Athletics Season Start Dates:

Fall Season- August 19th

Winter Season- November 25th

Spring Season- March 11th

Academic Eligibility: Academic eligibility is an integral part of the entire eligibility process and a student-athlete must meet the standards set forth by the District and the NJSIAA before participation is granted.

Per NJSIAA:

Student-athletes must be passing a minimum of 30 credits from the previous year (incoming freshmen are automatically eligible). For the Spring season, student-athletes in all grades must be passing a minimum of 15 credits from the first (1st) semester of the current year to be eligible. If a student turns 19 years of age before September 1st they are ineligible due to age requirements per the NJSIAA barring special circumstances.

Suspension from School:

A student suspended from school may not practice, participate or be a spectator at any game.

Attendance to School:

Students must attend school – a minimum of 3 hours to be considered present and participate in that day's game or practice.

Athletic Injury:

Any injury sustained during an inter-scholastic game or practice is to be reported to the coach and to the school nurse in accordance with the district's emergency medical procedures.

ACADEMIC PROBATION/SUSPENSION REGULATION

The purpose of this regulation is to address athletes that are not maintaining good grades within a season and to assist their recovery to good academic standing.

Criteria to Participate in Interscholastic Sports:

Try-Out Requisites: Athletic Medical Clearance and passing all courses from previous quarter. For Fall sports, summer school and final grades from the previous year will be utilized.

Participation: To participate in an interscholastic sports team, students may not have an “F” on their most recent report cards. Students having a “D” on their most recent report card, in any subject area, will be placed on academic probation to participate on an interscholastic sports team.

Probation: During the Mid-Season of the Fall, Winter, and Spring Seasons, the Athletic Coordinator will conduct an academic review to determine athletes that are not in good standing. Any athlete failing any subject grades will be placed on probation and will have a **MANDATORY** period of two (2) weeks to raise the grades in question. During this period only practice will be permitted.

Suspension: After the “probation period” a further review will be conducted by the Athletic Coordinator.

- A.) Full team participation will be reinstated after two-weeks if a C- or above is achieved.
- B.) If a student does not improve their grade(s), students will remain on probation for an additional two-weeks. If the student does not achieve a C- or above, they will be dismissed from the team.

Coaches will be provided a list of any athletes who are placed on Academic/Attendance Probation by the Athletic Coordinator. Coaches and Athletic Coordinators will be responsible for monitoring student’s academic progress.

CO-CURRICULAR ACTIVITIES

Students also have the opportunity to participate in several co-curricular activities at each of the four ECST campuses, including: National Honor Society, student council, yearbook; senior class activities, CTE student organizations and others.

CLUBS & ACTIVITIES

Girls Who Code ▪ Book Club ▪ Cheerleading ▪ Chess Club ▪ Dance Club ▪ Drama Club ▪ Student Council ▪ Yearbook ▪ Math Club ▪

Debate Club ▪ Multicultural Club ▪ National Honor Society ▪
Robotics ▪ Skills USA ▪ HOSA ▪ DECA ▪ FBLA ▪ TSA ▪ First Robotics

2. BOOKS, EQUIPMENT AND SUPPLIES

Students are financially responsible for maintaining all school issued textbooks and other equipment. All textbooks should be covered to protect them from damage. Students are required to pay for damaged or lost materials before the end of the school year, when transferring from the school district, or prior to graduation. Any outstanding financial obligations may prevent the student from receiving their school schedule, diploma, or transfer documents.

3. TRANSPORTATION RULES

When using public transportation or district provided transportation such as school buses, students are expected to conduct themselves in an orderly fashion on the bus.

Students who are provided transportation by their sending district or use public transportation must adhere to the following rules: Show respect to the driver and other passengers by entering and leaving the bus in an orderly manner; sitting while the bus is in motion and if available using seatbelts, not eating or drinking, smoking or using profanity.

A student's parent/guardian will be contacted regarding bus violations. If a student is removed from the bus, the parent/guardian will be notified. If a student must be removed from the bus, the student and parent/guardian will be responsible for transportation to and from school.

4. CAFETERIA-FOOD SERVICES PROGRAM

The school will provide free or reduced lunch to all students who apply and qualify. All students will be provided with a free breakfast. All parent/guardians are required to complete the lunch application regardless of eligibility. Students are not allowed to leave school grounds during lunch. Students may bring lunch from home or purchase a lunch from the cafeteria.

Parent/Guardians may enroll in the PaySchools program, which may be used to manage funds in a student's meal account. PaySchools information is available on the district website at www.essextech.org.

Students may not have food delivered to the school to eat during their lunch. Parents are not allowed to drop off food from outside restaurants during the school day.

Students are required to eat lunch in the cafeteria whether or not they participate in the school lunch program or bring their own lunch from home.

After eating lunch, students are required to clean up their items and dispose of them in the trash receptacles.

5. EMERGENCY SCHOOL CLOSINGS

School closings or delayed openings due to inclement weather will be announced through the district's automated phone system and postings on the district's website at www.essextech.org. Announcements may also be made on local media outlets.

- | | |
|-------------------------|----------------------|
| ● WINS 1010 radio | ● News 12 New Jersey |
| ● WABC TV, 7 online.com | ● WNBC, Channel 4 |
| ● NJ 101.5 radio | ● WNYW, Fox 5 TV |

6. FIELD TRIPS

All students who attend a school sponsored field trip must submit a field trip permission form signed by a parent/guardian. Unless otherwise specified, **the school uniform policy applies to all field trips**. Any student who is in violation of the policy may be excluded from the field trip. Students who attend field trips are expected to follow all bus transportation rules and other rules of the student code of conduct while on the field trip.

7. MEDIA RELEASE

The Essex County Schools of Technology may at times publicize events involving students, which may include athletics, community service, student accolades and awards or other district events. If a parent or guardian does not want their child

to be photographed, recorded or interviewed as part of publicity involving the school district website and/or local media outlets, it is the responsibility of the parent or guardian to notify the school principal.

8. PASSES OUT OF CLASS

Students must carry a pass with them when they leave their classroom during a class. This includes, but is not limited to, going to the restrooms, office, nurse, another class, guidance office, or any other area approved by a teacher.

9. PLEDGE OF ALLEGIANCE

Public law 18:35-3 States: Every Board of Education shall require students to salute the Flag of the United States every school day. The Pledge of Allegiance is to be recited at the beginning of homeroom. Students who do not want to participate may abstain from the Pledge but are asked to stand/sit quietly and respectfully.

SECTION IV – SUPPORT SERVICES

1-877 NJ ABUSE (1 -877-652-2873) TTY 1-800-835-5510.

Reporting Child Abuse in New Jersey In New Jersey, anyone with reasonable cause to believe a child is being abused should immediately call the Child Abuse Hotline. If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE. You can call anonymously and do not need proof to report an allegation of child abuse. The Hotline is available 24 hours a day, seven days a week.

NJ Suicide Prevention Hope line 1-855-654-6735

The hotline can be reached 24 hours a day, 365 days a year at 1-855-654-6735. The hotline, chat, email, and text services goal are to lessen the amount of distress the person is currently experiencing and work collaboratively to develop a resolution to the stressors.

A. SPECIAL EDUCATION

In the US, the governing federal law is the Individuals with Disabilities Education Act (IDEA). Under this act, special education is

defined as: "Specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability." Students qualifying for special education services have needs that often require support that goes beyond what is usually offered or received in the regular school/ classroom setting. Special education is in place to ensure that all students' educational needs are met. This means that additional services, support, programs, specialized placements, or environments are supplied when necessary and at no cost to the parents.

B. SPECIAL EDUCATION CLASSIFICATIONS

1. "**Auditorily impaired**" corresponds to "auditorily handicapped" and further corresponds to the Federal eligibility categories of deafness or hearing impairment.
2. "**Autistic**" means a pervasive developmental disability which significantly impacts verbal and nonverbal communication and social interaction that adversely affects a student's educational performance.
3. "**Intellectual disability**" means a disability that is characterized by significantly below average general cognitive functioning existing concurrently with deficits in the adaptive behavior; manifested during the developmental period that adversely affects a student's educational performance.
4. "**Communication impairment**" means a language disorder in the areas of morphology, syntax, semantics, and/or pragmatics/discourse that adversely affects a student's educational performance and is not due primarily to an auditory impairment.
5. "**Emotional regulation impairment**" means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a student's educational performance.
6. "**Multiple disabilities**" means the presence of two or more disabling conditions, the combination of which causes such severe educational needs that they cannot be accommodated in a program designed solely to address one of the impairments.

7. **"Deaf/blindness"** means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special education programs solely for students with deafness or students with blindness
8. **"Orthopedic impairment"** means a disability characterized by a severe orthopedic impairment that adversely affects a student's educational performance. The term includes malformation, malfunction or loss of bones, muscle or tissue.
9. **"Other health impairment"** corresponds to "chronically ill" and means a disability characterized by having limited strength, vitality or alertness, including a heightened alertness with respect to the educational environment, due to chronic or acute health problems, such as attention deficit disorder or attention deficit hyperactivity disorder, a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, diabetes or any other medical condition, such as Tourette Syndrome, that adversely affects a student's educational performance.
10. **"Preschool child with a disability"** corresponds to preschool handicapped and means a child between the ages of three and five experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures and requires special education and related services.
11. **"Social maladjustment"** means a consistent inability to conform to the standards for behavior established by the school. Such behavior is seriously disruptive to the education of the student or other students and is not due to emotional disturbance.
12. **"Specific learning disability"** corresponds to "perceptually impaired" and means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written,

that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

13. **"Traumatic brain injury"** corresponds to "neurologically impaired" and means an acquired injury to the brain caused by an external physical force or insult to the brain, resulting in total or partial functional disability or psychosocial impairment, or both.

14. **"Visual impairment"** means an impairment in vision that, even with correction, adversely affects a student's educational performance. The term includes both partial sight and blindness. An assessment by a specialist qualified to determine visual disability is required. Students with visual impairments shall be reported to the Commission for the Blind and Visually Impaired.

C. SPECIAL EDUCATION PROGRAM MODELS

Inclusive: The vast majority of classified students are being served in regular programs with support or minimal pullout. The district offers a full spectrum of services and also has programs with special schools. The objective is to provide every student with programs designed to meet his or her needs. Consistent with a student's Individualized Education Program, Honors and Advanced Placement courses are also an option.

In-class Support: A regular education teacher and a special education teacher work together in general education classes. All students in the class, whether classified or not, receive academic and organizational support.

Pull-out Replacement: These classes are taught by special education teachers and include only special education students. This placement is for students requiring a much more supportive instructional program. Pull-out replacement is offered at every

grade level in English, math, science, and social studies, where applicable. Class size is limited by state mandate.

Special Class Program: This program shall serve students who have similar intensive educational, behavioral, and other needs related to their disabilities in accordance with their IEPs. Placement in a special class program shall occur when the IEP team determines that the nature and severity of the student's disability is such that no other school-based program will meet the student's needs. Special class programs shall offer instruction in the New Jersey Student Learning Standards unless the IEP specifies a modified curriculum due to the nature or severity of the student's disability. The general education curriculum and the instructional strategies may be modified based on the student's IEP.

Consultation: Provided as service on behalf of a student with disabilities or a group of students with disabilities may be provided by a related services provider, a teacher of students with disabilities, or a child study team member to the general education teacher and/or the teacher aide. Such consultation shall be specified in each student's IEP. The frequency and duration of the consultation(s) shall be indicated in the IEP. Consultation may include, but is not limited to, the following: 1. The development and demonstration of techniques and strategies; 2. Data collection on the effectiveness of the techniques and strategies; and 3. Development of positive behavioral supports.

Life Skills Transition Academy: This program is for those students requiring a much more concentrated instructional program. There are program options for students with different learning and developmental difficulties. While students engage in both in-class support and pull-out replacement courses, classes are designed to address the unique needs of the individual student. In addition to the academic coursework required NJ DOE for graduation, students engage in practical and functional living skills in order to prepare them for future adult environments in the home, community and workplace. This program includes a

multitude of areas such as CTE skills, daily living skills, community-based instruction, self-care, functional reading, and math.

D. SHARED-TIME PROGRAM

The ECST shared-time program provides an opportunity for students to enroll in a Career & Technical Education (CTE) programs while attending their district high school. The shared-time program is offered over three periods per day. Freshman and sophomores attend AM classes during periods 1-3. Juniors and Seniors attend PM classes during periods 7-9. Students accepted into our shared-time program continue with their regular course of study at their home high school the rest of the school day. Most programs consist of four years of study in which the student learns skills that will qualify them for entry-level jobs or prepare them for further education in their chosen CTE program. In addition, students learn workplace readiness skills and may participate in state-board licensure for cosmetology, shadowing experiences, or work-based structured learning experiences.

All pupils will be given equal opportunity for enrollment in programs operated by the ECST regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status (34 C.F.R. Part 100, Appendix B, Section IV -A). No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance, et seq (34 C.F.R. Part 104.4(a)(b). Nonetheless, students must complete the application process to be considered for the shared-time program. The shared-time program is open for general education, special education, and English learners. Prospective students must complete the application process; however, admissions is on an ongoing basis if space is available, for some programs.

E. CHILD FIND

In accordance with the regulations in the Individuals with Disabilities Education Act (IDEA), the U.S. Department of Education requires every state to have policies and procedures in effect to ensure that “ All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated” (IDEA, §300.111). This requirement is known as Project Child Find and it supports school districts in their efforts to identify, locate and evaluate children with potential developmental delays and/ or disabilities.

Project Child Find Resources

<https://www.nj.gov/education/specialed/childfind/>

F. SECTION 504

The Rehabilitation Act of 1973, commonly referred to as “Section 504” is a statute that was enacted to prohibit discrimination and to assure that disabled students have educational opportunities equal to those provided to nondisabled students. An eligible student under Section 504 is a student who is regarded as having a physical or mental impairment, which substantially limits a major life activity. Many students will be eligible for educational services under both Section 504 and the Individual with Disabilities Education Act (IDEA). All 504 referrals should be submitted to the principal who in turn will forward information to the district’s 504 Compliance Officer.

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that students with medical or other disabilities have equal access to an education. Qualified students may receive accommodations and modifications planned by persons knowledgeable about the students, the meanings of evaluation

SECTION 504 STAFF CONTACTS

DISTRICT 504 COORDINATOR

Dr. Patricia Clark-Jeter
Director of Student-Related Services
Contact: pjeter@essextech.org

SCHOOL-BASED SECTION 504 COORDINATORS:

Donald Payne Tech

Cynthia Martinez
Section 504 Coordinator/School Social Worker
ctoro@essextech.org

Newark Tech

Sonia Mulero
Section 504 Coordinator/School Social Worker
smulero@essextech.org

West Caldwell Tech

Alghashiyah Murray
Section 504 Coordinator/Student Assistance Coordinator/SPMP
Coordinator
amurray@essextech.org

G. MENTAL HEALTH RESOURCES

MENTAL HEALTH GUIDE

The Quick Reference Mental Health Guide: Social-emotional and mental health supports for students and staff developed collaboratively by the New Jersey Department of Education and the New Jersey Department of Children and Families.

chrome-extension://feepmdlhmhplaojaboeocaobfmibooaid/https://www.nj.gov/education/specialed/MHWG%20Return%20to%20School%20Mental%20Health%20Resources.pdf

NJ CRISIS INTERVENTION RESPONSE NETWORK

The New Jersey Crisis Intervention Response Network (NJCIRN) - Both active and retired police, fire and rescue personnel act as trained peer support counselors. The network coordinates a number of teams providing coverage to the entire state. For more information or to make requests for Crisis Intervention Response Network services call (609) 394-3600. Essex County Mental Health and Additive Services Providers Directory <https://tinyurl.com/NJ-CRISIS>

ESSEX COUNTY MENTAL HEALTH & SUBSTANCE TREATMENT CENTERS:

<https://tinyurl.com/MentalSubstanceServices>

NJ CHILDREN'S SYSTEM OF CARE PERFORMCARENJ

PerformCare is a full-service behavioral health managed care company, supporting members in the public sector. We are committed to providing superior, innovative solutions in behavioral health, developmental and intellectual disabilities, human services, and integrated health programs.
<http://www.performcarenj.org/index.aspx>
1-877-652-7624

H. SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

SEL CORE COMPETENCIES:

Self-awareness:

The ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately

assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.

Self-management:

The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

Social awareness: The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

Relationship skills: The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

Responsible decision-making: The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety

J. CHARACTER EDUCATION

www.Character.org In the Counseling Offices and throughout our schools we strive to lead our students in the 6 pillars of Character Education and the 11 principles of effective character education. We attempt to reinforce these good practices in individual counseling, group counseling, class presentations, Week of Respect activities, Sports & Club principles and all throughout our school community.

11 PRINCIPLES OF EFFECTIVE CHARACTER EDUCATION

1. Promotes core ethical values as the basis of good character.
2. Defines "character" comprehensively to include thinking, feeling, and behavior.
3. Uses a comprehensive, intentional, proactive and effective approach to character development.
4. Creates a caring school community.
5. Provides students with opportunities for moral action.

6. Includes a meaningful and challenging academic curriculum that respects all learners, develops their character, and helps them to succeed.
7. Strives to foster students' self-motivation.
8. Engages the school staff as a learning and moral community that shares responsibility for character education and attempts to adhere to the same core values that guide the education of students.
9. Fosters shared moral leadership and long-range support of the character education initiative.
10. Engages families and community members as partners in the character-building efforts.
11. Evaluates the character of the school, the school staff's functioning as character educators, and the extent to which students manifest good character.

K. COMMUNITY SERVICE/ SERVICE LEARNING

Each student in the class of 2026 and beyond is expected to complete 5 hours of community service hours per year to graduate from Essex County Schools of Technology. The hours must be completed at community organizations outside of the school sports/ clubs. The logs should be maintained by the student and submitted by May of each school year to the designated staff person in each school.

L. MONITORING ACADEMIC PROGRESS:

POWER SCHOOL

To access the PowerSchool Parent/Students Portal click the link below:

<https://essextech.powerschool.com/public/home.html>

Students and parents should log in to PowerSchool frequently to check on academic performance

- Click on the Quarter grade for each subject for specific assignment information
- If a student is having academic difficulty please email the teacher cc your school counselor

- If a student is failing a subject they will be placed on an Academic Contract

SCHOOLGY

To access the Schoology Students should click the link below:

<https://www.essextech.org/schoology-students/>

SCHEDULING COURSES:

Students should meet with counselors in the Winter/ Spring of every school year to discuss academic progress and courses for the following year. Counselors will give students course selection sheets to discuss potential class choices with parents. Honors and AP Classes will be given to students who have met academic requirements & test scores. It should be completed, signed and must be returned to the counselor. **While school is not in session students should scan and return these sheets via email to the assigned counselor to expedite the scheduling process.**

M. NAVIANCE

Naviance is a tool used to help students explore College and Careers. Students are assigned tasks every school year which allow them to get to know their learning styles, strengths, weaknesses and possible careers and colleges that would fit their needs. Naviance also provides SAT prep through KAPLAN, allows students to build a resume, request letters of recommendation and it is an integral part of our college application process. Below are the tasks assigned to students by grade with their expected completion dates.

Logging Into NAVIANCE:

Student Username and Passwords will be emailed to them. Should a student forget their password they should follow the forgot my password instructions to reset it. Course selection sheets will be emailed through NAVIANCE!

SENIORS:

- All seniors should be checking their emails (Inbox and Spam) • Deposits are due usually the first week in May for tuition and dorms. • EOF programs for NJ Colleges are up to the individual university • Seniors should continue to review financial award

letters and loan options • The best way to get your question from a university is to call or email them • Seniors should request transcripts and report cards to be sent to asking colleges/ universities by emailing their School Counselor. Contact information for the requesting admissions office/ contact person should be sent in the form of an email address. • Complete 5 hours of Community Service/ Service Learning

JUNIORS:

• Students should be scheduling in person visits to colleges. Counselors can be emailed for any questions • Juniors should be working on their College Essays and completing their resume in Naviance or “brag sheet”. • The College Supermatch should also be completed on Naviance. It will enable both students and parents to narrow down schools in which the student might be interested in. (Remember to include safety schools and reach schools.) • Since your SAT score can be an important component to your college acceptance continue to review through Khan Academy. • Complete 5 hours of Community Service/ Service Learning

SOPHOMORES:

• Complete Do What You Are and MI Advantage. • Update your resume. • Complete Advanced College Search • Watch Road trip Nation Video & Complete Reflection via Google • Complete Game Plan Survey • Complete 5 hours of Community Service/ Service Learning

FRESHMEN:

• Complete Learning Style Inventory and Career Cluster Finder • Add Career Cluster to Favorites list • Build a resume • Complete Strengths Explorer • Add Career Pathway to Favorites List • Complete 5 hours of Community Service/ Service Learning

N. COLLEGE READINESS LINKS:

College Board SAT Dates & Deadlines

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

College Board AP Central

<https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates/2022-exam-dates>

ACT

<https://www.act.org/content/act/en/products-and-services/the-act/registration.html>

Federal Student Aid (FAFSA)

<https://studentaid.gov/h/apply-for-aid/fafsa>

Scholarship Links:

[Going Merry](#)

[Fast web](#)

[Cappex](#)

[The College Board](#)

[Peterson's](#)

[Niche](#)

[Scholarships.com](#)

[Unigo](#)

[Chegg](#)

[Scholly](#)

<https://www.raise.me/>

***SECTION V – STUDENT'S RIGHTS, HEALTH & SAFETY
PROTOCOLS***

A. STUDENT'S RIGHTS

1. The board recognizes that students possess not only the right to an education, but the rights of citizenship as well.
2. In granting students the education to which they are entitled, the board shall provide them with the counsel and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational process, presumption of innocence, free expression and association and privacy of their own thoughts.

3. Rights guaranteed to each student involve certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulations of the district.
4. The board realizes that students differ in age and maturity and in their ability to handle both the rights of the citizens and the concomitant responsibility. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for their education.

It is important that students notify the main office any time there is a change of address, including a change in apartment number, telephone number or change in the parent or guardian's name on record. All changes must be reported to the school within three school days so emergency cards can be updated.

It is imperative that the school has two updated emergency cards for each student in the event of an emergency.

**Failure to provide this emergency information or return required emergency forms is a violation of the student Code of Conduct and students will be subject to disciplinary action*

B. CHANGE OF ADDRESS/EMERGENCY CARDS/PROOF OF RESIDENCY

It is important that students notify the main office any time there is a change of address, including a change in apartment number, telephone number or change in the parent or guardian's name on record. All changes must be reported to the school within three school days so emergency cards can be updated.

It is imperative that the school has two updated emergency cards for each student in the event of an emergency.

**Failure to provide this emergency information or return required emergency forms is a violation of the student Code of Conduct and students will be subject to disciplinary action*

PROOF OF RESIDENCY:

Parents must register their children in their home district yearly and provide the Guidance Office with written evidence.

Forms can be obtained on the district website at:

<https://www.essextech.org/proof-of-residency/>

C. CONTROLLED DANGEROUS SUBSTANCES

This includes: Alcoholic Beverages, Drugs, Toxic Chemical Compounds, & Vaping

Individuals under the influence of alcoholic beverages, drugs, toxic chemical compounds or vaping are not permitted on school property or at school-sponsored events. Anyone violating the policy will be subject to out-of-school suspension and will be referred to the Essex County Sheriff's Department. The student also may be returned to his or her home school district. A student who is suspected of being under the influence of any controlled dangerous substance will be required to undergo an immediate physical examination at his or her own expense before being considered for re-entry into school. The school district's policy is in accordance with 18A; 40A-12; N.J. Statute.

A full explanation of the policy governing Controlled Dangerous Substances can be found in the Code of Conduct section of the ECVTS website: <http://www.essextech.org/about/policies.php>

D. EMERGENCY EVACUATION

If it is deemed unsafe for students and or staff to remain inside the district building, the building will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or be relocated to a safe location off school property, depending on a variety of circumstances. In the event of an off-campus evacuation, school administrators will work with emergency officials to move students to a pre-designated safe location(s). Students are not permitted to go to their lockers prior to evacuating unless told to do so by the principal or a designee. Parents will be notified by the school district regarding the situation and applicable instructions.

1. FIRE EXTINGUISHERS

Fire Extinguishers are visibly located and readily accessible in all district buildings. The devices shall be located along hallways, corridors and common areas.

Any tampering with fire extinguishers, which are considered public property, will be subject to the discipline guidelines outlined in the Code of Conduct.

2. SMOKING PROHIBITION

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, all smoking or use of tobacco products in all school facilities and on all school grounds is prohibited at all times.

3. VISITORS

Upon entering a district building all parents/guardians and other visitors must present valid photo identification and are required to report to the main office. All visitors will be required to go through a metal detector and bag screening at security. A visitor's pass will be issued and must be worn in a visible location during the entire duration of their visit.

Except in emergencies, parents/guardians and other visitors should schedule appointments to meet with school staff. This will ensure the staff will be available and prepared to respond to specific questions and concerns.

Parents/guardians and other visitors may not consult with the teaching staff or students during class time without the permission of the principal.

E. HEALTH PROCEDURES

Communicable Diseases: To ensure the health of students in our schools, all regulation of the State Department of Education, the State Department of Health and local Board of Health shall be observed, particularly those dealing with contagious diseases.

Emergency cards: All students must have two emergency cards on file with all vital information available in times of emergency. The school nurse and the guidance office must be notified of changes on the emergency card within three school days.

Health Screening: Prior to being admitted, all students must have a physical examination, emergency cards on file, and a lunch application submitted. All full-time students in the 9th grades will have a health screening and seniors will have an exit physical. Physical examinations for interscholastic sports will be conducted in accordance with NJSIAA and state requirements. This will include a pre-physical questionnaire and permission form which must be signed by a parent/guardian prior to the first practice session.

Hearing Examination: A hearing examination shall be conducted to all 10th grade full time students; (b) student entering the district with no record of recent hearing screening; (c) students referred to the Child Study Team for evaluation; (d) students referred by a teacher, parent or at the pupil's own request.

Immunization Policy: An up-to-date immunization record must be provided to the school's medical/nurse's office before students are allowed admittance into any of the four Essex County Schools of Technology. All students enrolled in the Essex County Schools of Technology shall meet the immunization requirements as set forth by the New Jersey Department of Health and Senior Services. For a complete list of required immunizations, parents can refer to the state Department of Health website: www.state.nj.us/health. The information can be found in the section "Find it Fast, A-Z" under I for Immunizations. To reach the state Health Department directly, call 609-588-7471.

F. MEDICAL INSURANCE

If you have a child age 18 or under and you do not have health insurance, you may be eligible for the New Jersey FamilyCare program. FamilyCare is free or low-cost insurance for New Jersey children 18 and younger and certain low-income parents. It is funded by the state and federal government and eligibility is based on family income and size.

To receive NJ FamilyCare, you may not have had health insurance in the last three months, with a few exceptions. You are also eligible if you are a legal immigrant even if you have not resided in the United States for the last five years. The NJ FamilyCare office has translators available to help you if you would like to ask

questions or apply in another language. There are three ways to apply for NJ FamilyCare.

You can call the NJ FamilyCare toll-free number at 1-800- 701-0710 and ask that an application be mailed to you. You can download the application off of your computer and mail it in. Or you can apply online at www.njfamilycare.org

If your family does not qualify for NJ FamilyCare, you may still be able to apply for low-cost health insurance through the NJ FamilyCare ADVANTAGE program through Horizon NJ Health. For information about this particular low-cost insurance program, please call 1-800-637-2997.

G. MEDICATION POLICY

In order for medication to be administered by the school nurse, the student must have a written order by a doctor, including the purpose, dosage, time to be given, length of period prescribed and possible side effects. A parent/guardian also must write a request for administration of the prescribed medication at school. The medication must be in its original container and labeled by a pharmacist or doctor.

Physical Education Exemption Policy

Any request for an exemption from physical education for an extended length of time must be accompanied by a written communication from the student's doctor. The note must be presented to the school nurse at the onset of the illness or injury. The student who is excused from physical education for a marking period or longer shall be provided with an additional health assignment or an alternative program in lieu of physical education to satisfy the state-mandated curriculum. The ECST district physician has the right to approve or denied medical excuses.

Career and Technical Education

Any request for an exemption from career and technical education labs for an extended length of time must be accompanied by a written communication from the student's doctor. The medical note must be presented at the onset of illness or injury or upon the student's return to school or shop. The statement shall give the reason and duration of the excuse.

The ECST district physician has right to approve or deny medical excuses.

If a condition develops which may prevent a student from participating in a physical education class activity and/or technical education lab, the student must first make the request to the teacher prior to the start of class. At the discretion of the teacher, the student may be referred to the nurse. A student's guidance counselor should be notified of all extended medical excuses.

- A student must have a note from the teacher to the nurse. **If the nurse is not in, the student must report to the main office immediately.**
- Any student under 18 years of age will not be sent home without a parent or guardian signing the student out of school.

H. SAFETY

Maintaining a safe environment is a high priority at the Essex County Schools of Technology. Just as employers place a premium on safe workers to prevent lives being lost and people from being injured, our Shops must also follow the same strict safety guidelines as those in private industry. Students will receive individual instructions in every career and technical education lab regarding detailed safety rules and regulations.

The following are general safety rules:

1. All students, employees and visitors will be required to wear eye protective devices in designated areas while the career and technical education labs are in operation. All students will receive one pair of safety glasses or goggles free of charge for courses that require the glasses. If the student loses the glasses or does not bring them to career and technical lab, the student will be required to purchase an additional pair in order to work in the lab. Only one pair is given free of charge during the student's enrollment at the Essex County Schools of

Technology. Visitors to any career and technical education laboratory designated as eye protective areas will be provided with eye protective devices by the shop instructor.

2. Machines should be operated only by those who have been given instructions and are certified by the instructor.
3. Obey warning and danger signs.
4. Horseplay, fighting, wrestling or childish behavior are not permitted in career or technical education laboratory or school classrooms.
5. If a student is not sure of what he or she is doing while operating machinery or handling equipment, it is their responsibility to ask the instructor.
6. Wear proper technical education laboratory clothing, avoid loose clothing, neckties, rings and wrist watches that may get caught in machinery and cause serious injury. Also avoid outdoor clothing inside shops, which may be hazardous.
7. Students are not to throw objects or run in corridors.
8. Report all injuries no matter how small to the instructor.
9. An accident report will be completed for all injuries.
10. A student must have medical clearance from the school nurse/doctor before participating in any technical education laboratory, class, gym or school activity if he or she has any of the following conditions: a head injury, stitches, an eye patch, a limb that is partially or completely immobilized by a bandage, a split, a cast, an

arm sling, or a condition that requires the use of a cane or crutches.

11. The school nurse must receive a doctor's note informing her/him of the student's condition and any possible limitations in the career and technical education program.

I. STUDENT TO STUDENT HARASSMENT

- Everyone at the Essex County Schools of Technology School District has a right to feel respected and safe. The district will not tolerate harassment including inappropriate remarks about or conduct related to a student's race, religion, disability, ethnicity, linguistic differences, sexual orientation or gender.
- The District will not tolerate racial, religious, or sexual harassment of any kind.
- The policy applies to the classroom, school grounds, school transportation, and other school sponsored activities.
- A harasser may be a student or adult. Harassment may include, but is not limited to the following when related race, religion, sex or gender:

Name calling, jokes, or rumors, graffiti, notes, or cartoons, offensive or graphic posters, book cover, etc., unwelcome touching of a person or clothing, pulling on clothing, cyber bullying Words or actions that make a person feel uncomfortable, embarrassed or pressured and that interfere with a person's ability to do his or her schoolwork or job.

- If any words or action make a person feel uncomfortable or fearful, that person should tell a teacher, counselor, social worker, the principal or the Affirmative Action Officer.
- The person will be required to make a written complaint and that complaint should be given to a teacher, counselor, social worker, the principal, or the Affirmative Action Officer.

- Each person's right to privacy will be respected as much as possible.
- The school district takes seriously all complaints of racial, religious, or sexual harassment or violence and will take appropriate action, based on the complaint.
- If it is determined that harassment has occurred, progressive discipline may include, but is not limited to, warnings, parent conferences, detention, and suspensions from school and/or a return to the local school district.
- The Essex County Schools of Technology will also take action if anyone tries to intimidate the person making the complaint. And the district will take action if someone tries to harm a person because he or she has reported acts of harassment.

For more information, visit school or school website at www.essextech.org.

J. HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstration appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1

For more information, visit school or school website at

www.essextech.org

K. AFFIRMATIVE ACTION

It is the policy of the Essex County Schools of Technology to provide equal educational opportunities regardless of sex, color, race, religion, ancestry, national origin, age, handicap or social economic status. For all inquiries regarding Affirmative Action

Section 504 rehabilitation Act of 1973 for handicapped people or inquiries regarding Title IX of the Educational Amendment 1972 contact Mr. Ali Aryakia, at (973)-412-2213.

L. ANTI-DISCRIMINATION POLICY

No otherwise qualified individual shall solely by reason of handicap, be excluded from participation or denied the benefits of, or subjected to discrimination, and any program or activity receiving Federal Financial Assistance. The Essex County Schools of Technology School district affirms its responsibilities to ensure all handicapped people in the Essex County Schools of Technology be given an equal and non-discriminatory opportunity for employment and education regardless of the nature or severity of their handicap. For grievance procedures please contact the Affirmative Action Officer, Tamika Brown-Wesley (973)412-2095.

It is the policy of the Essex County Schools of Technology to maintain learning and working environment that is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Educational Amendments of 1972 and is prohibited by both federal and state law. It shall be a violation of this policy for any member of the Essex County Schools of Technology district to harass another staff member or student through conduct or communication of a sexual nature. For grievance procedures, please contact Ms. Tamika Brown-Wesley at (973)-412-2095.

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